

YORK COUNTY HISTORY CENTER

Position Description

Position Title:	Collections Manager
Status:	Full-time (40 hrs./week), Non-Exempt, one-year, renewable position
Department:	Collections
Reports to:	Director of Collections
Works Closely with:	Collections Department Staff and Volunteers

Organization:

The goal of the York County History Center is to inspire the exploration of York County's rich cultural heritage, including its people, culture, and the events that shaped history both on local and national scales. The History Center's artifact collection encompasses more than 90,000 artifacts highlighting nearly 300 years of York's impressive history. These artifacts document the development, culture, and contributions of the York County community.

Description:

The Collections Manager assists with all aspects of the History Center's artifact management, registration, and preservation. Under the supervision of the Director of Collections, the Collections Manager will inventory and catalogue objects, maintain object files, donor records, and information, and process object loans, acquisitions, and deaccessions. Position will work closely with collections volunteers, interns, and other inventory focused staff. The position will also assist with exhibition development and collections themed public programs as well as other History Center special events.

Primary Duties (includes but is not limited to):

Collections Management

- Inventory, catalogue, and complete condition reports for objects
- Perform simple, appropriate artifact cleaning and consult Director of Collections as needed
- Create, update, revise, and maintain object records and inventories (paper files) within collection database system (PastPerfect)
 - Follows database entry protocols and standards
- Assist with generating, preparing, and filing all object related paperwork and duties related to:
 - Incoming/Outgoing loans
 - Temporary Custody
 - Acquisitions
 - Researches potential acquisitions and reports findings to the Director of Collection and Collections Committee
 - Assigns accession numbers
 - Compiles accession records
 - Classifies objects
 - Physically attaches object numbers to artifacts
 - Deaccessions
 - Receives and processes Deaccession Records
 - Assists with disposal of deaccessioned artifacts
- Assist with implementation of collections care and management policies
 - Assist with conducting regular gallery checks at all sites
 - Object location audits
 - Security audits
 - Environmental audits
 - Assist with routine collections housekeeping and maintenance

- Assume responsibility for reporting object damages and recording discrepancies
- Assist with collection care and conservation under direction of the Director of Collections

Exhibitions

- Assist with object research and record finding
- Assist with object text or label writing
- Assist with installation of artifacts and exhibit props

Public Programming

- Participate and support collections themed public programs
- Assist with events such as exhibit openings, special programs, member parties, and similar functions as needed

Qualifications:

- Minimum of a Bachelor's Degree in Museum Studies, History, Public History, or have current experience working/volunteering in a Collections Department. Master's Degree in Museum Studies preferred.
- Must have a solid understanding of museum best practices and professional collections management and registration practices.
- Excellent interpersonal skills in working with staff members, donors, interns, volunteers and visitors.
- Excellent organizational, computer skills, research, and writing experience needed.
- Working knowledge of PastPerfect museum software preferred.
- Attention-to-detail and ability to multi-task in order to appropriately apply collections management policies and maintain artifact records for multiple sites.
- Individual must be self-motivated and able to work amiably in a team.
- Knowledge of museum nomenclature and understanding of basic conservation methods is required.
- Must have the ability to lift and move objects weighing up to 40 pounds, sit/stand for long periods, crawl on floor, and climb a ladder.
- Current Driver's License required.

This is a full time, one-year, benefits eligible position. Benefits include vacation time, sick time, paid holidays, medical, dental, and 403(b) retirement plan. To apply, email your cover letter and resume to Rachel Warner, Director of Collections at rwagner@yorkhistorycenter.org by January 18, 2019.